



HRO-06-14
15 Jun 2014

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager
Classification/Manpower

MAJ Edwin Davis x8414
Deb Burling x8187
2LT Jessica Pan x8182

Recruitment, Staffing & Pay
Benefits & Services

Ms. Denise Anderson x8177
MSgt Jody Kouma x8190
SPC Amanda Almanza x8197
SGT John Winterfeld x8173

Technician Training /Travel

Ms. Diane Voichoski x8184
Vacant x8185

HRO website: <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

Federal Length of Service Awards (May & Jun):

Technicians become eligible for recognition when they complete ten (10) years of creditable Federal service. Creditable service includes all service used in establishing the technician's leave service computation date which includes active duty military and temporary federal employment. This award is presented in five (5) year increments.

May 2014

10 Years: Waylon J. Petsche
Christopher D. Pavlish
Anthony A. Manno Jr
John T. Nicola

15 Years: Thomas T. Rowe
Jeffrey C. Connelly

25 Years: Sandra K. Leach
Tracy J. Bryant

30 Years: Susan A. Spence
Terry J. Johnson
Michael S. Young

June 2014

15 Years: Jeffrey A. Horne

20 Years: Matthew A. Talbert
Gus R. Swanson

Federal Employee Retirements:

Michelle Bade (ARNG)
Scott Bates (ARNG)
Dennis Holm (ARNG)

FERS-FRAE Deductions and Payroll

The Defense Civilian Pay System (DCPS) is currently not capable of withholding the increased contribution rates from the employee's pay. DCPS programming is expected to have updates in place and operational by July 27 and with the updates provided by your human resources office, your payday on August 15 or 21 will reflect the correct FERS-FRAE deductions. Employees who were hired after 1 Jan 14 fall under the FERS-FRAE.

Once the DCPS programming updates are operational, employees will receive a notice from DFAS advising them of the amount of indebtedness that has been incurred due to the underpayment of retirement contributions. At that time, employees will be provided payment options, such as payment of the debt in full or by installment (not less than \$25.00 per pay period/biweekly) via payroll deduction or pay.gov.

TSP "Take Five" Campaign

The Thrift Savings Plan has launched the "Take FIVE for Your Future" educational campaign encouraging civilian employees to take advantage of free government TSP matching contributions by putting at least 5 percent from each paycheck into their account. The campaign which also includes a [YouTube video that highlights the plan's five core funds and five lifecycle funds](#) available for employee investments. Air Force

civilians can make TSP elections through the Employee Benefits Information System (EBIS). To learn more about the TSP "Take FIVE for Your Future" campaign, visit the [TSP website](#).

Technician Official Personnel Files-Going Electronic

The Official Personnel Files (OPF) on ALL Federal Employees will be going electronic in the month of July to mid-August. I highly encourage all employees to stop by the HR-Tech Services by 30 June 2014 to make an entire copy of your file.

Donated Leave Recipient from another Federal Agency

Sending on behalf of Lisa Brand, USCIS employee, in the donated leave program. Lisa is a new employee at USCIS and her situation is as follows:

On the 5th of May, SFC Nicholas Brand of the 67th BFSB was involved in a car accident while driving his children to their daycare provider. While the children were both unharmed, SFC Brand suffered a broken hip, broken ankle, and crushed shoulder ball and socket. The injuries sustained required multiple surgeries to correct and have left SFC Brand in a wheelchair and currently only one functioning arm for the next six months during his rehabilitation. SFC Brand is currently recuperating and going through rehabilitation at his home.

The request for additional leave comes not only from Nicks injuries and need of assistance, but due to the fact that Lisa is also expecting their third child in October of 2014. With her current level of leave hours hovering just above zero and the need to continue to use leave to assist in her husband's rehabilitation there is a need for leave donations.

Technicians who would like to voluntarily donate "annual" leave may scan their OPM donor forms to jody.l.kouma.mil@mail.mil, fax (402) 309-7594 or distro to JFHQ, HRO-Tech Svcs.

An OF 630-B would be utilized for any donations to Lisa Brand.

Forms and information are located on the HRO, Technician Branch website, under Leave, Voluntary Leave:

<http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

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Technician Travel & Training

Human Resource Development Staff

Mrs. Diane Voichoski – HRDS – x8184
Vacant- x8185 – Info Systems & HR Development Assistant

SF 182 - Authorization, Agreement and Certification of Training

The SF 182 is the request for training for all technicians. Here is the link:

<https://states.gkoportal.ng.mil/states/NE/Directorates/J1/Tech/Documents/SF182.xfdl>

We only need the 1st two pages of the SF182 and only ONE supervisor signature on page #2.

DTS Substantiating Records - ARNG

NGB-Approved Training & Travel events: An event announced on NGB letterhead means the EVENT has been approved by NGB. The TRAVEL to that event requires approval by the JAG and Chief of Staff.

Attach JAG/CofS written approval as a substantiating Record before routing the authorization for approval. Note that the event Letter of Instruction (LOI) also needs to be attached.

See the "Travel Approval" folder (last item) at the link below for additional information.

<https://states.gkoportal.ng.mil/states/NE/Command-Group/SJ-AG/Documents/Forms/AllItems.aspx>

PEC Course DTS Authorizations:

Remember to note the course number (examples: ITTC-XXX, LTC-XXX, HRR-XXX) in the trip description block. This is a PEC requirement.

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Human Resources Information Systems (HRSIS)

HRSIS Staff

SMSgt Mike Courtney – HRSIS Manager – x8189
Vacant – x8185

My Workplace and PAA

If you are a new Supervisor of Technicians and don't see a My Workplace link on the DCPDS Portal page, please contact SMSgt Courtney. I will check to ensure you are coded correctly in the system. This new responsibility takes a couple of days to appear once you are coded as a supervisor in DCPDS, so your patience is appreciated.

PAA – (Performance Appraisal Application): if you are a new supervisor of Technicians, please check to ensure you can see all of the Technician employees you supervise within My Workplace. If you don't see those you need or see other Technicians, please contact me and I will help sort it out for you.

DCPDS Employee - Manager (EM) Portal

NGB/TNH is currently hosting DCO events each Thursday at 0800 and 1400 hrs respectively. The training can be accessed via <https://connectcol.dco.dod.mil/employeemanager/>

A reminder has been added to the HRO SharePoint site with the link added. If you are unable to attend the DCO, I have included the EM Portal slides for you to view. The EM Portal is set to replace both My Biz and My Workplace, but an effective date has not been set by NGB. Be sure to get familiar with this new portal application. Let SMSgt Courtney know if you have any questions.

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State Personnel

HRO-SP Staff

HR Manager	Ms. Polly Putney	x8172
HR Assistant/Benefits	Mr. Tim Diedrichsen	x8180
HR Assistant/Payroll	Ms. Bonnie Shipley	x8178

Retirement Account Beneficiary Designations

It's a good idea to check every so often that you have current beneficiaries on file with the Nebraska Public Employees Retirement System (NPERs) office. You want to be sure that, in the event of your death, the money in your retirement account is going to the correct person. If no beneficiaries are chosen

there could be an extra cost for children or spouses because account balances may need to go through the probate process. If you're not sure if you have current beneficiaries or any beneficiaries on file with NPERS, give them a call at 402-471-2053 (toll free at 1-800-245-5712).

In order to establish or change beneficiaries you'll need to complete a form. You can get the Beneficiary Designation form from NPERS website: www.npers.ne.gov (look under Forms – Under Member Info – along the left side), request one from the Retirement office or Human Resources could print one out for you. Complete the form and then go to a notary and sign the form in their presence. Once the form is completed and notarized, mail it to the NPERS address at the top of the form. You could also drop the form off in person at their office. If you mail the form you should call them seven to ten days after mailing it to confirm they have the form on file.

Absences From Work - NOTIFY HR

Please include all HR staff in any Leave of Absence e-mail notifications.

Every available type of authorized leave is established for State employees by Nebraska Classified System Personnel Rules, Chapter 10, or the NAPE Labor Contract, Article 14.

Leaves must be requested and approved in advance. See the Labor Contract:

<http://nlcs1.nlc.state.ne.us/epubs/P2000/T002-201315.pdf>

Article 14.6 Vacation leave should be applied for in advance by the employee and may be used only when approved...

Article 14.12 Sick leave shall be requested in advance when possible. ... In the case of illness, injury, emergency or any other absence not approved in advance, the employee should inform the first level of supervision ... as soon as possible.

Article 14.16.4 A minimum of 30 days notice to the Agency must be provided by the employee before he or she may use Family Leave. Where 30 days notice is not foreseeable, notice must be given as early as possible.

Leave should be preauthorized through an employee's supervisor. Any substantiating evidence required for leaves such as sick leave, family leave, and other types of leave, should be submitted to the supervisor for approval with the TAG-NE Form 10. Under unusual or unforeseen circumstances, leave may be requested and approved verbally either in person or by telephone; in such cases the Form 10 should be submitted as soon as possible but no later than the first work day when the employee returns to work.

Leave of Absence (leave without pay), and Advancement of Sick or Vacation Leave require the approval of the Agency Head or his/her Designee. These cannot be approved by the immediate supervisor. They must be requested sufficiently in advance that approval can be received prior to the beginning of the leave. **Forward a memo, (this can be an email) with the dates and reason why the leave is needed, to the Human Resources Office** to get the signature of the Agency Head or Designee.

Use of vacation leave and compensatory time off may not be unreasonably denied or deferred. However, request and approval in advance may be required to provide sufficient time for work planning and scheduling. Proper request, approval and documentation of authorized leave are serious issues. Please call one of the staff at the Human Resources office if you have any questions or need any assistance on how to submit leave requests. **It is especially important for employees to contact human resources before a period of leave without pay so insurance premiums can be adjusted or necessary computer entries (into EWC) can be completed.**

Review Leave Balances

Employees should review their leave balances to be sure they are not using more than their available balance and look at the publications noted below to be familiar with what leave earnings are to be per service year and per pay period. Leave earnings per service year (in hours) are available at:

<http://nlcs1.nlc.state.ne.us/epubs/P2000/T002-201315.pdf> (section 14.5 of the Labor Contract for union employees) or at: http://www.das.state.ne.us/personnel/nerules/rules_final_with_cover.pdf (Chapter 10 of the Classified System Personnel Rules for supervisors, management level and other employees)

Annual leave earnings totals (in hours) are divided by 26 and rounded up to the next hundredth (even if decimal amount is less than .xx5) to arrive at the earnings rate for each pay period. On the last paycheck of the calendar year, the earnings amount for that pay period could be less than what it was for all the other pay periods in a **full calendar year**. Employees will generally see this in their first five calendar years and when they have hit the maximum earnings rate. Earnings rates change, if applicable, in the pay period where the month and day of the employee's continuous service date fall.

Employees can view their leave balances by clicking the leave balances link in the screen where timecards are entered or by going into the LINK website (www.link.nebraska.gov) and clicking on the Review Leave Balances link in the lower left-hand corner. Employees can also check their pay stubs for vacation and sick balances. If you don't have access to a computer and you need a printed check stub please call the Human Resources office and we can help you.

Please note that you will not see a comp balance on check stubs. The number that appears on check stubs, in the YTD Amount column, out to the right of the word COMP is **not** a Comp balance. Also remember that there is a ten (10) day lag between the last day of the pay period (Sunday) and the check date (Wednesday).

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AGR Personnel

Army and Air:

The AGR Office Staff:

MAJ Ed Davis, AGR Manager (402) 309-8171

SFC Jacob Widhalm, Human Resources Assistant, (402) 309-8186

- Army Staffing- vacancy announcements, SF 52
- Mob Aug/ADOS packet review
- Initial Tour Continuation Boards
- Air Vacancy Announcements, SF 52
- FTSMCS Leave Administrator

SFC Jenna Schneider, Personnel Sergeant, (402) 309-8183

- Army Separations and Retirements
- AGR Travel (DTS)
- AGR Mobilizations
- AGR PCS Manager
- Career Status Bonus Manager

SSG Amber Engelman, Personnel Services Sergeant, (402) 309-8181

- Air staffing and AROWS Orders
- FTE Orders and Tracking
- Army Appointment and Reassignments
- AGR Pay and Entitlement Issues
- Air AGR Appointments and Reassignments
- Good Conduct Medals
- Air Occasional AGRs

UnitedHealthcare: Effective 1 April 2013, health coverage switched from Triwest to UnitedHealthcare. To see a list of available PCM's, go to <https://www.uhcmilitarywest.com/>. To qualify for Tricare benefits, service members must ensure DEERS is up to date (dependents and active duty tours).

Maintaining current CAC keeps DEERS enrollment and ensures medical and dental benefits are not interrupted. POC is SSG Garrett, (402) 309-1872.

Active Duty Dental Program: Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: www.addp-ucci.com further explains how to utilize the program. POC is SSG Garrett, (402) 309-1872.

TriCare Dental Program: MetLife's contract to administer the TDP began 1 May 2012. Until that time claims should be processed through United Concordia as they have in the past. Providers should be sent information, by MetLife, as to what will they will need to do to file claims during the transition. As with United Concordia, the filing of claims is the network provider's responsibility, not the SMs.

The transition to MetLife will only affect Traditional SMs, family members and AGR family members enrolled in the TRICARE Dental Program. SMs (AGRs) in the Active Duty Dental Program (ADDP) will not be affected as United Concordia will continue to administer the ADDP.

The State Medical Benefits Officer is SSG Travis Garrett and can be reached at 402-309-1872 or travis.s.garrett.mil@mail.mil for further questions and information.

Transition Assistance Advisor: If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, bonnie.bessler@us.army.mil. Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

Leave Carryover: The 75 Day Leave Carryover is extended to 30 September 2015, reference the FY 2013 National Defense Authorization Act.

Child Care Fee Assistance: The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: army.childcare@gsa.gov. Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

Extending Benefits to Same-Sex Spouses: On 13 August 2013, Secretary of Defense Chuck Hagel made the announcement of extending benefits to same-sex spouses of military members. Entitlements such as TRICARE enrollment, basic allowance for housing (BAH) and family separation allowance are retroactive to the date of the Supreme Court's decision. Any claims to entitlements before that date will not be granted. For those members married after June 26, 2013, entitlements begin at the date of marriage. Commanders may grant non-chargeable leave to Service members who are in same-sex relationships and are assigned to duty stations located more than 100 miles from a U.S. state that allows same-sex couples to marry, for travel to a state or jurisdiction that allows same-sex couples to be married. Eligible Service members assigned CONUS may be granted non-chargeable leave for a period of up to 7 days; eligible Service members assigned OCONUS may be granted non-chargeable leave for a period of up to 10 days. Marriage leave may be granted only once during the career of a Service member. For additional information, please see the Nebraska's HRO page on GKO.

Army:

Leave Tracking System – When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.

Reassignments: - AGR's need to complete DA 5960's when reassigned to a new duty location. This will and does affect BAH Rates and Soldiers will incur debts from BAH changes.

DTS – All Soldiers need to upload the MOI/LOI into their DTS Authorization request. This includes in-state conferences and training events. Also AGR's need to submit travel requests in a timely manner. Do not wait until the last minute to submit when there are multiple levels of review/approval to include CTO. It is the Soldiers responsibility to make contact with Carlson Travel and ensure their flights/entitlements are reserved and contracted. Battalions and MSC's need to ensure GSA/NTV's are utilized.

Pay and Entitlement Documents – The following documents are required to be sent thru HRO for processing on all AGRs: Promotion orders, special pay orders, allotments, CSB Redux, DA Form 5960 (BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection, confinement and sick-in-hospital for more than one day), DA Form 4836 Extensions.

FTNGD-OS/Mob Augmentee – All Soldiers coming on FTNGD-OS tours greater than 30 days need to in-process with SSG Engelman. Call to set up an appointment. Females need to have a pregnancy test completed with Med Det no sooner than 15 days prior to the start date of orders.

Meal collection while at AT or Schools – If you are attending a School or Annual Training where government meals are available, you need to complete a DA 4187 and spreadsheet showing the dates government meals were available for BAS collection. Both documents need to be sent to HRO and we will send to finance for processing.

OCONUS – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

PCS – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

DD 214 – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Schneider.

BAH for Deployed Soldiers: Effective 3 April 2013, when an AGR is mobilized for active duty other than AGR duty without a break in service, the member's BAH/OHA is based on the PDS and rate protected. The change requires Basic Allowance for Housing (BAH) to remain at the Permanent Duty Station (PDS) rate when a Soldier transitions from Active Guard Reserve (AGR) to active duty, without a break in service. AGR Soldiers mobilized prior to 3 April 2013 and receiving BAH/OHA based on primary residence will continue to receive this rate until they transition back to AGR duty.

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Equal Employment Office/Diversity/Organizational Development

(Point of contact for the following information is LaVonne Rosenthal, 309-8111.)

Special Emphasis Program (SEP) Group Subcommittee Members Needed

The Special Emphasis Program (SEP) Group is undergoing reorganization into subcommittees divided into the following subjects:

- 1) Newsletter – focuses on all aspects of the Bridging the Gap newsletter (writing or editing articles, providing ideas for articles or authors, etc.).
 - 2) Marketing – related to flyers, business cards, getting our story to other agencies and the total force.
 - 3) Outreach – meeting with private/public agencies, with the potential of becoming a member of their groups.
 - 4) Distribution – develop and maintain distribution lists and organize notification of upcoming events.
 - 5) Education, training and programs – coordinate and develop various special events including heritage celebrations and annual diversity training.
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If you are interested in participating on one of the above subcommittees, please contact LaVonne Rosenthal at lavonne.a.rosenthal.civ@mail.mil. Involvement in a subcommittee doesn't require being appointed as a member of the SEP Group. Supervisor approval is necessary for individual involvement.

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